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MEETING MINUTES

December 15, 2005

A meeting of the Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field, Boise, Idaho. Chair Lockwood called the meeting to order. Attendees and guests introduced themselves. There was a full quorum present.

Members Present:

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Bruce Allcott, Idaho Fire Chiefs Association
- Bill Bishop, Idaho Bureau of Homeland Security
- Bryon Breen, Idaho Transportation Dept. (proxy)
- Michael Candelaria, United States Dept. of Interior
- Dan Charboneau, Idaho State Police
- Dia Gainor, Idaho Dept. of Health & Welfare
- Tim Higgins, Idaho Dept. of Corrections (proxy)
- Douglas C. Melvin, U.S. Dept. of Homeland Security Transportation Security Administration
- Lorin Nielsen, Idaho Sheriffs Association
- Scott Reese, Association of Idaho Cities
- Scott Reinecker, Idaho Dept. of Fish and Game
- Lex Rutter, Idaho Dept. of Administration (proxy)
- Reggie Thorpe, Idaho Tribal Government
- Joe Young, Idaho Association of Counties (proxy)
- Lt. Col. Anthony Wickham, Idaho National Guard (proxy)

Staff:

- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

Others Present:

- Scott Abbott, Idaho National Labs (INL) Telecom Supervisor
- Sheriff Drew Bodie, Boise County Sheriff
- Ann Cronin, Emergency Communications Commission
- Don Curtis, Deputy Homeland Security Information Network SL (HSIN-SL) Program Manager
- Michael Dean, Syringa Networks
- Patrick Frischmuth, Idaho Bureau of Homeland Security
- Bart Hamilton, Ada County Sheriff Office/ Reg 12 700 MHz RPC

- Gordon Howell, Bannock County
- Nicola Jansen, Ada County Sheriff via teleconference
- Chris King, HSIN-SL Deployment Manager
- Carlos Kizzee, HSIN
- Scot Maring, Idaho Dept. of Administration
- Rhonda Morton, Idaho State Police
- Jim Muffett, INL Systems Engineer
- Rolf Palmer, HSIN-SL Technical Manager
- Stan Passey, Idaho State Police
- Rich Robinson, HSIN
- Russ Smith, INL Spectrum Manager
- Mitch Toryanski, Attorney General
- Steve Wilson, HSIN-SL Program Manager
- Greg Zickau, Dept. of Administration-ITRMC

Review & Approve Minutes—Chair Lockwood

Candelaria made two grammatical corrections to the November meeting minutes. Allcott suggested rewording the seconded paragraph of the Technical Subcommittee Update to more accurately reflect the work being done on the Request for Information (RFI) and Request for Proposal (RFP) as two totally separate processes.

MOTION: Nelson made a motion to approve the minutes of the November 17, 2005, Statewide Interoperability Executive Council meeting, as corrected, seconded by Charboneau. The motion passed by a unanimous vote.

Ada County Report--Nicola Jansen via Teleconference

Nicola Jansen, Ada County Sheriff Office 700 MHz Project Manager, called from the Motorola campus in Schaumburg, Illinois. She was joined by Matt Howarth, Motorola, Les Shadduck, Ada County Sheriff Office and Frank Vetsch, Gem State Communications. They were in Schaumburg to do a factory acceptance test on the Ada County system. They conducted sixty tests covering the master site equipment, subscriber units and simulcast systems. They did their own trunk system testing between subscriber units, completed system management, went through configuration of the master site and conducted diagnostic testing. She reported that everything passed. The equipment will be shipped to Boise by the end of December. The first date of installation is scheduled for January 9, 2006, starting with the Master Site.

US Department of Homeland Security Information Network—Bill Bishop

Bishop introduced Patrick Frischmuth, Dept. of Homeland Security Deputy Director Plans. Frischmuth, gave a PowerPoint presentation on the Idaho Homeland Security Emergency Management Strategy. Click on the link below to view the PowerPoint.

http://www.siec.id.gov/meetings/2005/Presentations/Dec_05_Idaho_HS_EM_Strategy.ppt

Bishop introduced Steve Wilson, HSIN-SL Program Manager. Wilson gave a PowerPoint presentation on the Homeland Security Information Network (HSIN). Click on the link below to view the PowerPoint.

http://www.siec.id.gov/meetings/2005/Presentations/Dec_05_HSIN.ppt

Rolf Palmer, HSIN-SL Technical Manager, gave a HSIN Portal demonstration using the internet. He showcased the HSIN-LE portal and also the portals that had been developed for Louisiana and Massachusetts.

SIEC Officer Elections

Project Manager, Dodie Collier, took charge of the officer elections. A ballot for Chair and a separate ballot for Vice Chair were included in each Council member's packet. As individuals were nominated their names were written on the white board. Chair Lockwood stated that Jerry Goetz had submitted a letter stating that he did not wish to retain the position of Vice Chair. Charboneau nominated Mark Lockwood for Chair, seconded by Nielsen. Melvin nominated Charboneau for Vice Chair, seconded by Lockwood. Lockwood nominated Reese for Vice Chair, seconded by Allcott. Charboneau nominated Nielsen for Vice Chair, seconded by Reinecker. Bishop nominated Allcott for Vice Chair, seconded by Gainor. Council members cast their ballots. The ballots were collected and tallied by Collier and Harris. Collier announced the results. Mark Lockwood was elected Chair and Bruce Allcott was elected Vice-Chair.

SIEC Technical Subcommittee Update—Bruce Allcott

Allcott reported that the Requests for Information (RFI) were sent out and responses were received. Collier was able to get the information that she needed to complete the report she was putting together for the Governor's office. The price calculations received in the RFI were in line with the dollar amounts previously calculated by the Technical Subcommittee. The Subcommittee realizes that they need to secure funding to do a Request for Proposal (RFP). Allcott suggested that the next step for the Subcommittee would be to rework the RFP. Collier briefly discussed dedicating money to the RFP.

Outreach and DVD—Dodie Collier

Collier reported that at the last SIEC meeting Melvin requested something be inserted in the DVD that talked about funding. In response to that request, Collier said that she was able to get Sheriff Rainey from Ada County to tape a segment talking about collaboration, cooperation, funding and why interoperable communications is so important. Following the SIEC meeting Gordon Howell will tape a segment on the collaboration, cooperation and funding in Bannock County. Collier said that the recommendations from the Council were incorporated into the DVD as much as possible and that the DVD may be ready for viewing before the January SIEC meeting.

SIEC Funding Subcommittee Update--Doug Melvin, Co-Chair

Melvin reported that there had been some measurable progress made since the November meeting. He was working on compiling information that will be presented to the Congressional delegation to help secure funding. He thanked the Technical Subcommittee and Collier for their assistance in collecting the information. He anticipates in the January meeting the Council will be ready to make a decision on the co-sharing of costs that were discussed in the November meeting. He also expects to make a determination on the best way to get buy-in and support for the project. He would also like to discuss the best credible way to get funding from alternative sources. This will show that the SIEC has buy-in at all levels.

Harris reported that she had received ten letters of support. There are still some entities that have not sent in letters. Those who have not sent letters were encouraged to do so.

Collier reported that she had put together some talking points for the Congressional delegation that needed some fine tuning. Before January she will send the talking points out in an email to the Council for their input.

SIEC Policy Subcommittee Update--Mark Lockwood, Chair

Members of the Policy Subcommittee held a conference call on November 23, 2005, to discuss some draft legislation from the Attorney General's office. Included in the call were Bishop, Allcott, Roche, Lockwood, Steve Jones for Dan Charboneau and Collier. Collier met the following week with Bill Von Tagen from the Attorney General's office to do more work on the draft and forwarded it to Lockwood and Bishop for their input. Bishop reported that it is being reviewed by the Adjutant General.

Telecommunications Task Force Update--Dan Charboneau

In Charboneau's absence, Bishop reported that the current status of the Concept for Integrated Statewide Telecommunications Services and draft Executive Order is that it had been tabled and was still under consideration by ITRMC. There was an interest in asking the Governor to form a blue ribbon commission in ITRMC to review the issue.

Other business - Open Comment Period

Collier asked if there were any upcoming events that the staff needed to know about regarding outreach.

Lex Rutter reported that he would be holding the second quarterly Idaho State Radio User Group (IsRug) meeting on Wednesday, January 11, 2006, at 9:00 AM at the Microwave Services building in Meridian located at 700 S. Stratford.

Chair Lockwood encouraged the Council members to be aware of when their commission and association spring and summer meetings were and to forward that information to Collier.

Collier asked the Council if they would like to participate in the ITRMC Digital Government Day on February 8, 2006. It will be held on the third floor of the Statehouse with booths set up to share information with legislators and interested parties. The Council responded positively.

Idaho Chiefs of Police and Idaho Sheriffs Association will be meeting February 6-8, 2006.

Lt. Bart Hamilton, Chair of the Region 12 700 MHz RPC, reported the FCC put out a Notice that they have accepted the Region 12 Idaho 700 MHz Plan and that he is waiting for them to issue an Order on the Plan. The FCC is deciding whether or not to pressure Montana for a letter of support.

Brian Jordan, the interim Communications Director from Kootenai County reported that Kootenai County has put together a communications committee to determine how to develop a communications system. They have had one meeting. They are leaning toward 700 MHz, but have not gotten agreement between all of the entities. A Motorola 700 MHz analysis showed that the County would require fewer communication sites and more transmitters.

Planning for the next meeting—Chair Lockwood

Due to conflicts with Association of Idaho Counties (AIC) meetings, the next SIEC meeting will be held on Wednesday, January 25, 2006.

Adjournment—Chair Lockwood

MOTION: Nielson made a motion to adjourn, seconded by Bishop. The motion passed by a unanimous vote.